

CITY OF MILWAUKIE

CLASSIFICATION: CITY RECORDER

Department: Administration/City Recorder

FLSA Status: Exempt

Pay Grade: 26

Union Representation: Non-Represented

CLASSIFICATION SUMMARY:

Plans, directs, and administers all activities related to the City Recorder's Office. This position plans, coordinates and manages projects and processes related to the management of City records and information systems. Develops, schedules and coordinates work of staff members. Monitors progress to facilitate the design, development, implementation and maintenance of records and information management system. As City Recorder, this position insures confidential administrative support is provided to the City Manager, City Council and Mayor.

This position works under the general supervision of the City Manager. As a member of the Management Team, has direct input into City policies and procedures and advises the City Manager on related issues. Exercises budget responsibility for the Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Provides leadership through planning, organizing, directing and supervising all activities of the department to achieve goals within available resources related to records and information management. Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the department. Coordinates department activities with other departments and agencies as needed.
2. Plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress. Has authority to hire, evaluate performance and take corrective action as needed.
3. Prepares and administers the department budget based on staffing and resource requirements and program objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
4. Coordinates the design, development, implementation, and maintenance of a comprehensive and integrated citywide records and information system.
5. Evaluates, reviews and responds to the records management information requirements within the City organization.
6. In collaboration with appropriate staff members, reviews and recommends appropriate software and/or facilities and media to serve as the infrastructure of the citywide records management program.
7. Ensures all papers, documents, records, and electronic records received by all city departments are maintained and preserved as necessary to assure an effective and efficient records management program and, in a manner, which complies with State regulations.
8. Approves records destruction requests and maintains a file of certifications as a permanent record.
9. Maintains and updates the records management manual and disaster recovery plan for City records to ensure document integrity and safety.

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10. Ensures that documents are appropriately recorded and filed in accordance with Milwaukie and State statutes.
11. Plans for disaster recovery for all city records.
12. Conducts all records and information management activities in compliance with State public records law.
13. Coordinates the preparation of /City Council agendas and packets in coordination with department Directors and the City Manager including Internet posting of all agendas, minutes, staff reports, ordinances, and resolutions.
14. Facilitates the logistical arrangements for all meetings of the Milwaukie City Council and ensures compliance with State of Oregon public meetings laws.
15. Records and produces the minutes for all meetings of the Milwaukie City Council. Directs the preparation and protects the appropriate level of confidentiality of briefs, reports and memoranda for the City Council, City Manager and City Attorney.
16. Serves and performs the functions of the Elections Officer for the City of Milwaukie.
17. Coordinates recruitment, interviews, appointments, and recognition programs for boards and commissions.
18. Maintains positive public relations with customers and is responsive to customer needs.
19. Develops safe work habits and contributes to the safety of self, co-workers, and the general public.
20. Performs other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Management and supervisory practices and principles.
- Fiscal management, including budget preparation, expenditure control and record keeping.
- State records and meeting laws.
- Accepted practices and procedures relating to records management, work processing, office automation and filing systems.
- Comprehensive records information system programs.
- State election laws, practices, and procedures.
- Business grammar standards.

Skills and Abilities to:

- Effectively supervise and motivate staff.
- Develop goals and long-range planning for department.
- Analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency.
- Prepare and analyze comprehensive and technical reports.
- Effectively communicate.
- Manage multiple projects often within tight timeframes.
- Establish and maintain effective working relationships.
- Work as a team member and to cultivate a team climate.
- Perform the essential functions of the job.

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Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Bachelor's degree from an accredited college or university with a degree in public or business administration or related field.
- Five (5) years of progressively responsible related experience including a minimum of three (3) years employing technical and writing skills.

Licensing/Special Requirements:

- Certification as a, Municipal Clerk or Records Manager preferred at time of hire and required within one year of hire.
- Possession of a valid driver's license or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.
- Must be able to pass the department's security clearance standards including review of driving record.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones.

Supervision:

- This position has full scope of supervisory responsibility over assigned staff.
- Operates under the general direction and supervision of the City Manager or Assistant City Manager.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- Work is performed mostly in office setting.
- Evening meetings are required.
- Responds any hours to emergency situations.

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The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Drafted: 04/01/97

Adopted: 05/01/97

Revised: 11/30/04; June 2016; April 2019; 7/2021 (new format)